

~~CONFIDENTIAL~~

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28 January 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Eligible Retirement Procedure, Office of Training

Per my conversation with [] 26 January 1960,
the following procedure with respect to subject is now in effect:

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1. Each individual affected by [] who
has not been asked to remain, will receive a memorandum outlining
the program and suggesting that he arrange an interview with
[] at an early date.

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2. The interview will establish a tentative acceptable retire-
ment date or it will surface a personal problem which will eventually
be presented to the Board for consideration. If a tentative date is
set, it will be discussed with the Office of Training before finali-
zation. An acceptable date at this stage would not be beyond eighteen
months.

3. Individuals who feel that they cannot retire within eighteen
months of eligibility or a shorter period if that should be determined
as proper, will be assisted by [] in the presentation of their
case to the Board. The Office of Training asks that copies of any
correspondence to the Board be forwarded to the Director of Training.

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[]
Executive Secretary
Agency Retirement Board

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